

### Add Questions: Step 3 in the Quiz Creation Process

Once you have assembled questions in Moodle and created a quiz shell, you're ready for the final step: adding questions to your quiz.

1. [Create a test bank](#).
2. [Create a quiz shell](#) and set options for how and when the quiz is deployed.
3. Edit the quiz canvas to add questions from your categories to the quiz shell.

Once the quiz settings are complete, you're ready to add questions to the quiz canvas.

1. Open the quiz link, if necessary, then click on the **Questions** link or **Add question**.

The screenshot shows the Moodle 'Chapter Quiz' page. At the top, there's a navigation bar with tabs: Quiz, Settings, **Questions**, Results, Question bank, and More. Below the navigation, there's a button labeled 'Receive a grade'. Underneath, it says 'Opens: Sunday, March 24 10:30 AM' and 'Closes: Sunday, March 24 6:30 PM'. A text block provides instructions: 'This quiz is open book, open notes and covers Chapters 1, 2 and 3. You may take this quiz only once. Please review the [instructions for taking tests in Moodle](#) before taking this quiz and follow the instructions carefully. Click on **Attempt quiz** (below) to begin the quiz. Open only when ready to begin.' Below this, another text block says: 'There are 5 pages with 5 questions each (total of 25 multiple choice questions). To move to the next page, click on the page number in the upper left column or on the **Next** button at the bottom of the page.' Further down, it says: 'When you have answered all of the questions, click on **Submit**, then confirm your readiness to submit your quiz.' At the bottom left, there's a large 'Add question' button with a red border. Below it, it says 'Attempts allowed: 1' and 'Time limit: 30 mins'. At the very bottom, a yellow box states 'No questions have been added yet'.

2. On the **Questions** page, click on **Add** to display your options for adding questions.
  - To add a **NEW QUESTION** to the quiz, click on **+ a new question**, then follow [these instructions for creating a question from scratch](#). (Note: We recommend [creating questions in categories](#) rather than creating them directly in your quiz for greater flexibility.)
  - To add **SPECIFIC QUESTIONS** to the quiz—recommended for midterms and final exams—click on **+ from question bank** and select the desired **category** from the pull-down menu at the top of the dialogue box.

The screenshot shows the Moodle 'Sample Quiz' page. At the top, there's a navigation bar with tabs: Quiz, Settings, **Questions**, Results, Question bank, and More. Below the navigation, it says 'Questions: 0 | Quiz closed (opens 04/29 23:00)'. There are buttons for 'Maximum grade' (set to 100.00), 'Save', 'Total of points: 0.00', 'Repaginate', and 'Select multiple items'. On the right, there's a 'Shuffle' button with a checkmark and an 'Add' button with a dropdown arrow. Below these, there's a section titled 'Create new' with three options: '+ a new question', '+ from question bank', and '+ a random question'. The '+ a new question' option is highlighted with a red box.

## Quiz Creation: Step 3 — Edit Quiz Canvas

Questions from the selected category will be displayed on your screen. Use the **check box** at the top of the column to select all the questions or select individual questions. (To preview a question, click on the **magnifying glass** icon on its right.) When you have chosen all the questions you wish to add, click on **Add selected questions to the quiz** to return to the quiz canvas.

- To add a **RANDOM BLOCK** of questions to the quiz—recommended for reading quizzes and routine tests with multiple attempts—click on **+ a random question** and select the desired **category** from the pull-down menu at the top of the dialogue box.

Use the pull-down menu to choose the **number of random questions** to add. (Don't choose more questions than you have in the category!)

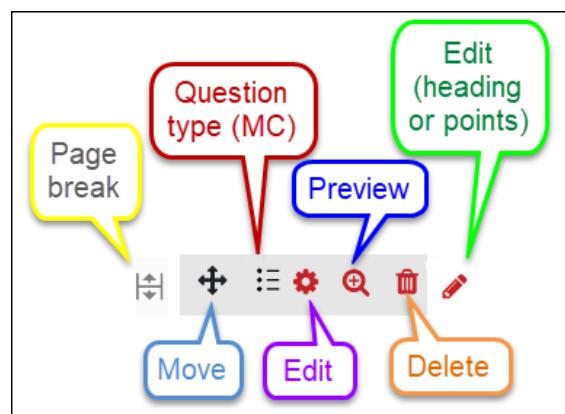
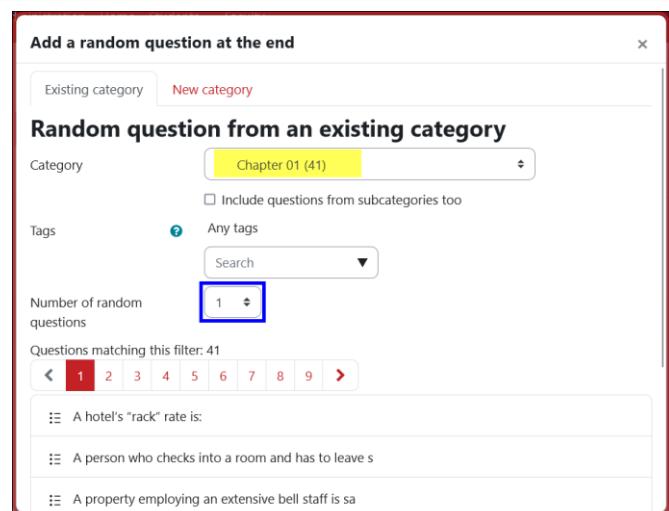
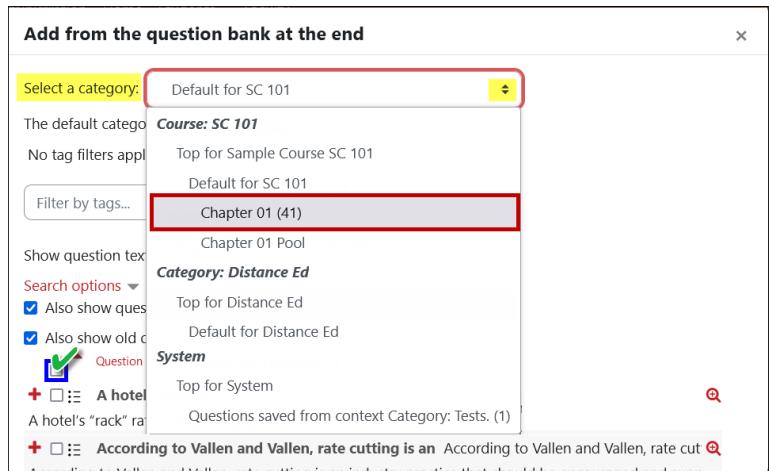
Scroll down and click on the **Add random question** button in the lower right corner to add questions to the quiz canvas.

- Once you have selected questions, you'll be returned to the quiz canvas as shown on the following page—specific questions in the image on the left, random questions on the right—where you can:

- review the **total number of points** possible and **adjust the maximum grade** (quizzes default to 100 points) and **Save**,
- add** new questions or select another question bank to pull in more questions,
- drag and drop** questions to reposition them,
- delete** a single question,
- click on an **insert page break icon** to move questions to a new page, and
- revise the points possible** for any item.

### For Specific Questions

- The latest version of a question is selected by default. Choose a different version if desired.
- Select the **Shuffle** option to present questions in a different order for each student if you wish.
- You can also **edit** an individual question or **preview** it. (You can edit a question at any time, even after students have taken a quiz.)



# Quiz Creation: Step 3 — Edit Quiz Canvas

The image shows two side-by-side screenshots of the Moodle Quiz Creation Step 3 interface. Both screenshots display a list of questions on a quiz canvas.

**Left Screenshot:** Shows a quiz with 10 questions. The maximum grade is set to 100.00. A question in the first row has its point value (1.00) highlighted with a green box. A blue box highlights the "Select multiple items" button at the top right of the screen.

Question	Type	Point Value
1. A property employing an extensive system of room rates	Text	1.00
2. At properties operated under Q...	Text	1.00
3. By law, room rates cannot be rai...	Text	1.00
4. Comparing an "Ideal Room Rate"	Text	1.00
5. Guest registration cards usually i...	Text	1.00
6. Additional fees for double occup...	Text	1.00
7. Guests who pay cash present spe...	Text	1.00
8. High employee turnover rates d...	Text	1.00

**Right Screenshot:** Shows a quiz with 10 questions. The maximum grade is set to 100.00. All questions are listed as "Random (Chapter 01)" with a point value of 1.00. A blue box highlights the "Select multiple items" button at the top right of the screen.

Question	Type	Point Value
1. Random (Chapter 01)	Text	1.00
2. Random (Chapter 01)	Text	1.00
3. Random (Chapter 01)	Text	1.00
4. Random (Chapter 01)	Text	1.00
5. Random (Chapter 01)	Text	1.00
6. Random (Chapter 01)	Text	1.00
7. Random (Chapter 01)	Text	1.00
8. Random (Chapter 01)	Text	1.00

## Adjust Maximum Grade

Regardless of the number of points assigned to each question, Moodle will automatically scale the value of each question up or down based on the **Maximum grade** setting. In these examples, the face value of the questions is 10, while the quiz itself is set for 100 points. Change the **Maximum grade** and click on **Save** to adjust the maximum possible. To manually adjust the point value for an individual question, click on the pencil in the box next to the question, type in the new value, and click on **[Enter]**.

## Delete Questions

If you need to remove questions from a quiz, click on the **Select multiple items** button. Next, select the specific questions you want to delete or click on the **Select all** button, then click on the **Delete selected** button.

## Preview Quiz & Verify Settings

Click on the **Quiz** link at the top of the page. Click on the **Preview quiz** button to see how your test will look to students.

**Question 1**  
Not yet answered  
Points out of 1.00

Use the **Edit question** link to update a question. If you shuffle your questions or use random blocks, preview it multiple times to see how it changes.

Verify or change the quiz settings (e.g., time limit,

open and close dates, etc.) by clicking on the **Settings** link. Click on **Questions** to make changes to the quiz content or layout.

The image shows a screenshot of the Moodle Quiz Creation Step 3 interface. A modal dialog box is open, prompting the user to "Delete selected". The "Delete selected" button is highlighted with a red box and labeled with a red "1". The "Cancel" button is labeled with a red "2". The "Select all" button is highlighted with a green box and labeled with a green "3".

**Page 1:**

Question	Type	Point Value
1. Random (Chapter 01)	Text	1.00
2. Random (Chapter 01)	Text	1.00
3. Random (Chapter 01)	Text	1.00
4. Random (Chapter 01)	Text	1.00
5. Random (Chapter 01)	Text	1.00

**Page 2:**

Question	Type	Point Value
6. Random (Chapter 01)	Text	1.00
7. Random (Chapter 01)	Text	1.00